

W A R N I N G

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MONTHLY TECHNICAL PROGRESS REPORT

for the period

June 1 – June 30, 2012

**Submitted
to**

**U.S. Environmental Protection Agency
75 Hawthorne Street
San Francisco, CA 94105
Attn: Elaine Chan,
Task Order Assignment Manager**

Under Contract EP-R9-06-03

**Submitted 07/09/2012
by**



GRB Environmental Services, Inc.
Consulting Environmental Engineers and Scientists

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EPA Contract No. EP-R9-06-03
Superfund Records Center Management Services, Region 9

Monthly Report
June 2012

TOAM: Elaine Chan
PM: Anne Bonham

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Contract

The monthly report was submitted to the TOAM on June 5.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment report were all submitted to the TOAM on June 14.

The Records Center Performance Measurements Reports were submitted to the TOAM on June 6.

The PM met with the TOAM on June 21 to review the monthly reports and to verify the status of the contract.

A RIM V updated the *Work Request Manual* on June 22 and submitted it to the TOAM.

A RIM IV updated the *Assistant Program Manager Procedures Manual* on June 29 and submitted it to the TOAM.

Future Activities

Staff will deliver monthly technical and financial reports to the TOAM by the 10th of the month.

Staff will continue to track furniture and equipment for the semi-annual property inventory updates.

Records Center guidance materials will be created or revised as required.

1.2 Closeout of the Contract

The PM scheduled removal of leased photocopiers and flat bed scanners for July 31.

Future Activities

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed 2,773 documents and edited 2,228 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

Librarian IVs eliminated the indexing backlogs of the following sites this month:

COOPER DRUM CO.

UNITED HECKATHORN CO.

The site assessment Librarian IV received 31.7 lft. of new documents, and processed 1 new site.

Circulation Department staff shelf-read approximately 268.8 lft. of site files during the month.

The site assessment Librarian IV performed quality assurance on 1 site file and shelfread the entire site assessment collection (333 lft.) and the Oil Facilities Response Plans collection (88 lft.).

To ensure the accuracy and consistency of database searches, a Librarian IV completed the 3rd quarter quality-assurance review of new personal and organizational name authority file entries.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS-C database.

2.2 Document Pick-up, Processing, File Management, and Storage

49.5 lft. of documents were picked up from EPA regional offices. 6 Transfer of Records forms were processed.

4.1 lft. of documents were retrieved from the FRC.

The Holdings Database was maintained during the month, and the following holdings reports were updated:

Holdings report, updated June 25.

FRC Storage Report, updated June 25.

On-Site Storage Report, updated June 25

Contracts On-Site Storage Report, June 8, 15, 22, 29.

Staff checked .2 lft. of unindexed San Gabriel Valley documents for possible duplication with documents already in the site file.

Future Activities

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

2.3 Scanning

Scanning Department staff prepared, scanned, and quality assured 2,022 documents (68,369 pages) during June and forwarded them for retirement to the FRC.

Future Activities

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

2.4 SCAP Support and WasteLAN Data Entry

Staff received, indexed, and logged 7 SCAP accomplishment documents during June.

Future Activities

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

2.5 Financial Documentation/Cost Recovery Packaging

Seventeen Financial Cost Documentation Packages were processed through the Accounting, Program, or Enforcement Final copy for the following sites:

| OU | SSID | Site Name |
|----|------|---|
| 01 | 0983 | APPLIED MATERIALS |
| 01 | 0936 | DEL AMO FACILITY |
| 01 | 09AG | DEL MONTE CORP. (OAHU PLANTATION) |
| 01 | 0962 | FAIRCHILD SEMICONDUCTOR CORP (S SAN JOSE) |
| 01 | 0988 | INTEL CORP (SANTA CLARA 3) |
| 03 | 0958 | OPERATING INDUSTRIES, INC., LANDFILL (2 pkgs) |
| 06 | 0919 | PHOENIX-GOODYEAR AIRPORT AREA (2 pkgs) |
| 00 | 0959 | SAN FERNANDO VALLEY (AREA 1 & ALL AREAS) |
| 03 | 09L6 | SAN FERNANDO VALLEY (AREA 1 & ALL AREAS) |
| 05 | 094X | SAN GABRIEL VALLEY (AREAS 1-4) |
| 05 | 098V | SAN GABRIEL VALLEY (AREAS 1-4)(4 pkgs) |
| 02 | 09M4 | SAN GABRIEL VALLEY (AREAS 1-4) |

Staff retrieved 10 cost packages/financial documents for EPA staff during June.

Future Activities

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of EPA staff, Records Center staff recycled/shredded 8.2 lft. of documents.

Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

Sites worked on under Task 2 for the month of June, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 2 major efforts generally consist of large-volume indexing & scanning efforts. Sometimes these efforts are the necessary preliminary steps to producing Administrative Records. However, major indexing efforts on a single site can also represent an effort to reduce the backlog for that site.

| SSID | OU | SITE NAME |
|-------------|-----------|---|
| 0916 | 01 | AEROJET GENERAL CORP (RANCHO CORDOVA) |
| 0916 | 06 | AEROJET GENERAL CORP (RANCHO CORDOVA) |
| 0916 | 07 | AEROJET GENERAL CORP (RANCHO CORDOVA) |
| 0916 | 08 | AEROJET GENERAL CORP (RANCHO CORDOVA) |
| 09WB | 00 | AGANA SPRINGS PCB SITE |
| 094Y | 00 | ALARK HARD CHROME |
| 09PC | 00 | ALTOONA MINE |
| 09DJ | 01 | AMCO CHEMICAL |
| 09GU | 00 | ANACONDA COPPER CO (YERINGTON) |
| 09GU | 01 | ANACONDA COPPER CO (YERINGTON) |
| 09GU | 08 | ANACONDA COPPER CO (YERINGTON) |
| 09C6 | 01 | APACHE POWDER CO |
| 0983 | 01 | APPLIED MATERIALS |
| 09JS | 01 | ASARCO INC HAYDEN PLT |
| 0900 | 00 | ATLANTIC AVENUE SOUTHGATE PLUME |
| 09KU | 01 | ATLAS ASBESTOS MINE |
| 09JW | 01 | B.F. GOODRICH |
| 09JW | 02 | B.F. GOODRICH |
| 09MM | 00 | BLUE LEDGE MINE |
| 09MM | 01 | BLUE LEDGE MINE |
| 09QV | 00 | BODIE STATE HISTORICAL PARK |
| 0900 | 00 | BOWMAN PLATING COMPANY |
| 09H2 | 01 | BROWN & BRYANT INC. (ARVIN PLANT) |
| 09H2 | 02 | BROWN & BRYANT INC. (ARVIN PLANT) |
| 09L8 | 01 | BURR BROWN |
| 09Q3 | 00 | CAMP PENDLETON MARINE CORPS BASE |
| 0900 | 00 | CANAL BOULEVARD INDUSTRIAL PARK |
| 09R6 | 01 | CARSON RIVER MERCURY SITE |
| 09R6 | 02 | CARSON RIVER MERCURY SITE |
| 09GY | 01 | CASMALIA PHASE II |
| 093H | 00 | CASMALIA RESOURCES* |
| 093H | 01 | CASMALIA RESOURCES |
| 0971 | 00 | CASTLE AIR FORCE BASE |
| 09TD | 00 | CHURCH ROCK NAVAJO RADIOACTIVE STRUCTURES |
| 09H3 | 00 | CONCORD NAVAL WEAPONS STATION |
| 091N | 00 | COOPER DRUM |
| 091N | 01 | COOPER DRUM |
| 091N | 02 | COOPER DRUM |
| 09RM | 00 | COVE NAVAJO RADIOACTIVE STRUCTURE SITE |
| 0900 | 00 | CROWELL PROPERTY DRUMS |
| 09TH | 00 | CUC PCB SITE |
| 09WP | 00 | CUC POWER PLANT 4 PCB SITE |
| 09WV | 00 | CUC ROTA POWER PLANT PCB |

| | | |
|-------------|-----------|---|
| SSID | OU | SITE NAME |
| 09Y1 | 00 | DCE CIRCUITS |
| 09Y1 | 07 | DCE CIRCUITS |
| 0936 | 01 | DEL AMO FACILITY |
| 0936 | 02 | DEL AMO FACILITY |
| 0936 | 03 | DEL AMO FACILITY |
| 09AG | 01 | DEL MONTE CORP. (OAHU PLANTATION) |
| 0900 | 00 | DEVOE MARINE COATINGS |
| 0900 | 00 | DYNAMIC AIR ENGINEERING (LOS ANGELES) |
| 09P8 | 00 | EDWARDS AIR FORCE BASE |
| 09H6 | 00 | EL TORO MARINE CORPS AIR STATION |
| 0962 | 01 | FAIRCHILD SEMICONDUCTOR CORP (S SAN JOSE) |
| 09SN | 00 | FELTON KING |
| 0900 | 00 | FLORIDA AVENUE & SOUTH 46TH STREET |
| 0900 | 00 | FORMER 1 HOUR MARTINIZING |
| 0900 | 00 | FORMER NORGE/ATHERTON VILLAGE CLEANERS |
| 09H7 | 02 | FRESNO MUNICIPAL SANITARY LANDFILL |
| 094R | 00 | FRONTIER FERTILIZER |
| 094R | 01 | FRONTIER FERTILIZER |
| 09Q7 | 00 | GEORGE AIR FORCE BASE |
| 0900 | 00 | GLOBE ASBESTOS CO. |
| 0900 | 00 | GUAM POWER AUTHORITY |
| 09X6 | 00 | HALACO ENGINEERING CO |
| 0900 | 00 | HARBOR PLASTICS MANUFACTURING COMPANY |
| 09B8 | 00 | HASSAYAMPA LANDFILL |
| 09WW | 00 | HAYSTACK NAVAJO RADIOACTIVE STRUCTURES |
| 09H9 | 01 | HEWLETT PACKARD, 620-640 PAGE MILL ROAD |
| 0920 | 08 | INDIAN BEND WASH NORTH |
| 09G6 | 03 | INDIAN BEND WASH SOUTH |
| 0988 | 01 | INTEL CORP (SANTA CLARA 3) |
| 09MX | 00 | IRON KING MINE - HUMBOLDT SMELTER |
| 0917 | 00 | IRON MOUNTAIN MINE |
| 0917 | 02 | IRON MOUNTAIN MINE |
| 0917 | 04 | IRON MOUNTAIN MINE |
| 0917 | 05 | IRON MOUNTAIN MINE |
| 0917 | 06 | IRON MOUNTAIN MINE |
| 09WR | 00 | JERVIS B. WEBB CO. |
| 09FM | 00 | KLAU/BUENA VISTA MINE |
| 09FM | 01 | KLAU/BUENA VISTA MINE |
| 09FM | 02 | KLAU/BUENA VISTA MINE |
| 09FM | 03 | KLAU/BUENA VISTA MINE |
| 0900 | 00 | KRYLER CORP |
| 093Y | 01 | LAVA CAP MINE |
| 093Y | 02 | LAVA CAP MINE |
| 093Y | 03 | LAVA CAP MINE |
| 09SE | 00 | LISTON BRICK COMPANY |
| 0989 | 00 | LORENTZ BARREL & DRUM CO |
| 0989 | 01 | LORENTZ BARREL & DRUM CO |
| 0989 | 02 | LORENTZ BARREL & DRUM CO |
| 098P | 00 | MARE ISLAND NAVAL SHIPYARD |
| 0941 | 00 | MCCLELLAN AIR FORCE BASE |
| 091E | 01 | MCCORMICK & BAXTER CREOSOTING CO |
| 09M6 | 01 | MEW STUDY AREA |
| 09TR | 00 | MOAPA PESTICIDES EMERGENCY RESPONSE |
| 0900 | 00 | MOBIL CHEMICAL COMPANY (BASF) |
| 0900 | 00 | MODERN PATTERN & FOUNDRY CO INC |

| SSID | OU | SITE NAME |
|-------------|-----------|--|
| 09J4 | 01 | MODESTO GROUND WATER CONTAMINATION |
| 0926 | 00 | MONTROSE CHEMICAL CORP |
| 0926 | 01 | MONTROSE CHEMICAL CORP |
| 0926 | 03 | MONTROSE CHEMICAL CORP |
| 0926 | 04 | MONTROSE CHEMICAL CORP |
| 0926 | 07 | MONTROSE CHEMICAL CORP |
| 09CA | 00 | MONTROSE CHEMICAL CORP |
| 09CA | 05 | MONTROSE CHEMICAL CORP |
| 09BE | 01 | MOTOROLA, INC. (52ND STREET PLANT) |
| 09BE | 02 | MOTOROLA, INC. (52ND STREET PLANT) |
| 09BE | 03 | MOTOROLA, INC. (52ND STREET PLANT) |
| 09BE | 07 | MOTOROLA, INC. (52ND STREET PLANT) |
| 09BE | 09 | MOTOROLA, INC. (52ND STREET PLANT) |
| 09BE | 13 | MOTOROLA, INC. (52ND STREET PLANT) |
| 09BE | 14 | MOTOROLA, INC. (52ND STREET PLANT) |
| 09BE | 20 | MOTOROLA, INC. (52ND STREET PLANT) |
| 09BE | 21 | MOTOROLA, INC. (52ND STREET PLANT) |
| 09BE | 22 | MOTOROLA, INC. (52ND STREET PLANT) |
| 09BE | 23 | MOTOROLA, INC. (52ND STREET PLANT) |
| 09BE | 26 | MOTOROLA, INC. (52ND STREET PLANT) |
| 09BE | 28 | MOTOROLA, INC. (52ND STREET PLANT) |
| 09BE | 33 | MOTOROLA, INC. (52ND STREET PLANT) |
| 09BE | 34 | MOTOROLA, INC. (52ND STREET PLANT) |
| 09BE | 35 | MOTOROLA, INC. (52ND STREET PLANT) |
| 09BE | 36 | MOTOROLA, INC. (52ND STREET PLANT) |
| 09K7 | 00 | NEW IDRIA MERCURY MINE |
| 09J5 | 00 | NEWMARK GROUNDWATER CONTAMINATION |
| 09J5 | 01 | NEWMARK GROUNDWATER CONTAMINATION |
| 09J5 | 02 | NEWMARK GROUNDWATER CONTAMINATION |
| 09J5 | 03 | NEWMARK GROUNDWATER CONTAMINATION |
| 09TJ | 00 | NUWAY DRY CLEANERS |
| 09BC | 01 | OMEGA CHEMICAL CORP |
| 09BC | 02 | OMEGA CHEMICAL CORP |
| 09BC | 03 | OMEGA CHEMICAL CORP |
| 0900 | 00 | OMO FABRICARE DRYCLEANERS |
| 0958 | 01 | OPERATING INDUSTRIES, INC., LANDFILL* |
| 0958 | 03 | OPERATING INDUSTRIES, INC., LANDFILL |
| 09A7 | 01 | ORDOT LANDFILL |
| 09YB | 00 | OTAY MESA CID DRUMS |
| 0900 | 00 | OTHMAN'S AUTO SALES |
| 099K | 00 | PEMACO MAYWOOD |
| 099K | 01 | PEMACO MAYWOOD |
| 09ET | 00 | PG&E MARTIN SERV CTR |
| 0919 | 02 | PHOENIX-GOODYEAR AIRPORT AREA |
| 0919 | 06 | PHOENIX-GOODYEAR AIRPORT AREA |
| 09R8 | 03 | PHOENIX-GOODYEAR AIRPORT AREA |
| 09WE | 00 | PLUMAS EUREKA STATE HISTORIC PARK |
| 0921 | 01 | PURITY OIL SALES INC. |
| 0921 | 02 | PURITY OIL SALES INC. |
| 09S7 | 00 | RED MOUNTAIN SITE |
| 09RL | 00 | RED VALLEY NAVAJO RADIOACTIVE STRUCTURE SITE |
| 0998 | 01 | RHONE-POULENC, INC./ZOECON CORP |
| 0900 | 00 | RICHMOND VEHICLE FACILITY - BNSF RAILWAY |
| 09BY | 00 | RIO TINTO COPPER MINE |
| 0900 | 00 | ROTA SITE 1 |

| | | |
|-------------|-----------|---|
| SSID | OU | SITE NAME |
| 0979 | 00 | SACRAMENTO ARMY DEPOT |
| 0959 | 00 | SAN FERNANDO VALLEY (AREA 1 & ALL AREAS) |
| 0959 | 01 | SAN FERNANDO VALLEY (AREA 1 & ALL AREAS) |
| 09L6 | 03 | SAN FERNANDO VALLEY (AREA 1 & ALL AREAS) |
| 09QB | 04 | SAN FERNANDO VALLEY (AREA 2, GLENDALE CHROMIUM) |
| 09N2 | 00 | SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT) |
| 09N2 | 01 | SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT) |
| 09N2 | 03 | SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT) |
| 09N2 | 04 | SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT) |
| 094X | 05 | SAN GABRIEL VALLEY (AREAS 1-4)* |
| 097B | 01 | SAN GABRIEL VALLEY (AREAS 1-4) |
| 097B | 08 | SAN GABRIEL VALLEY (AREAS 1-4) |
| 097B | 09 | SAN GABRIEL VALLEY (AREAS 1-4) |
| 098V | 04 | SAN GABRIEL VALLEY (AREAS 1-4) |
| 098V | 05 | SAN GABRIEL VALLEY (AREAS 1-4) |
| 098V | 06 | SAN GABRIEL VALLEY (AREAS 1-4) |
| 09ES | 01 | SAN GABRIEL VALLEY (AREAS 1-4) |
| 09M4 | 02 | SAN GABRIEL VALLEY (AREAS 1-4) |
| 09M5 | 01 | SAN GABRIEL VALLEY (AREAS 1-4) |
| 0900 | 00 | SANTA FE ENERGY CO HOBSON B LEASE |
| 09WK | 00 | SANTA FE MINE #2 - RED MOUNTAIN |
| 0900 | 00 | SANTA FE PACIFIC PIPELINE PARTNERS |
| 0900 | 00 | SANTA FE PIPELINE |
| 0944 | 02 | SELMA TREATING CO |
| 0980 | 00 | SHARPE ARMY DEPOT |
| 09SY | 00 | SKYLINE AUM WASTE PILE SITE |
| 09J8 | 01 | SOLA OPTICAL USA, INC |
| 0964 | 01 | SOUTH BAY BASIN |
| 09WS | 00 | SOUTHERN AVENUE INDUSTRIAL AREA |
| 0900 | 00 | SOUTHERN CALIFORNIA GAS CO. |
| 0901 | 05 | STRINGFELLOW |
| 091D | 00 | SULPHUR BANK MERCURY MINE |
| 09K2 | 00 | SULPHUR BANK MERCURY MINE |
| 09K2 | 01 | SULPHUR BANK MERCURY MINE |
| 09K2 | 02 | SULPHUR BANK MERCURY MINE |
| 09M1 | 01 | TARP |
| 09RQ | 00 | TEEC NOS POS NAVAJO RADIOACTIVE STRUCTURES |
| 0981 | 01 | TH AGRICULTURE & NUTRITION |
| 09XW | 00 | TORRES MARTINEZ PESTICIDE SITE |
| 09P3 | 00 | TREASURE ISLAND NAVAL STATION- HUN PT AN |
| 091C | 02 | TUCSON SOURCES |
| 09RP | 00 | TUJUNGA WELLFIELD SITE DISCOVERY |
| 0900 | 00 | UNION PACIFIC SACRAMENTO |
| 09R3 | 01 | UNITED HECKATHORN CO |
| 09R3 | 02 | UNITED HECKATHORN CO |
| 09C1 | 01 | WASTE DISPOSAL, INC. |
| 09PL | 01 | WASTE DISPOSAL, INC. |
| 09SU | 00 | WEST OAKLAND LEAD REMOVAL |
| 09GF | 01 | WEST PLUME B - TUCSON |
| 0900 | 00 | WYVERN TECHNOLOGIES |
| 09QC | 00 | YOSEMITE CREEK SEDIMENT |

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

3.1 Reference, Search, and Circulation Service

Staff processed 64 requests for documents, performed 453 database searches in SDMS-C, and provided 6,362 documents for EPA staff and other requesters.

Nineteen indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on June 4 and 5, respectively.

Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

3.2 Freedom of Information Act (FOIA)

Staff provided support for 7 FOIA requests totaling 16.5 billable hours.

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

3.3 Photocopy and Redaction Service

Staff photocopied 1,946 non-FOIA-related pages for EPA staff and other requesters. In addition, staff printed 150 pages from SDMS-C.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.4 CD-ROM Service

Staff fulfilled 7 requests for documents on CD-ROMs. 218,213 pages were copied to CDs.

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

Staff scanned, entered into SDMS-C, copied to CD-ROM, and mailed to EPA Headquarters the RODs, ESDs, and/or ROD Amendments for the following sites:

INDIAN BEND WASH AREA

TUCSON INTERNATIONAL AIRPORT AREA

Future Activities

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

Sites worked on under Task 3 for the month of June, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 3 major efforts generally consist of: large-volume CD-ROM publishing or copying efforts; conducting searches and compiling special collections for large reference requests; redacting documents for Administrative Records or other purposes.

| SSID | OU | SITE NAME |
|------|----|---|
| 09WB | 00 | AGANA SPRINGS PCB SITE |
| 09GU | 01 | ANACONDA COPPER CO (YERINGTON) |
| 09NM | 00 | ATLAS IRON & METAL CO. |
| 093H | 00 | CASMALIA RESOURCES |
| 091N | 01 | COOPER DRUM |
| 09EL | 00 | CORAY PLATING |
| 0936 | 02 | DEL AMO FACILITY |
| 0900 | 00 | EGAN MILLING CO INC |
| 09X6 | 00 | HALACO ENGINEERING CO |
| 0920 | 08 | INDIAN BEND WASH NORTH |
| 0917 | 00 | IRON MOUNTAIN MINE |
| 0917 | 01 | IRON MOUNTAIN MINE |
| 09F6 | 01 | JASCO CHEMICAL CORP |
| 09WR | 00 | JERVIS B. WEBB CO. |
| 093Y | 01 | LAVA CAP MINE |
| 091E | 01 | MCCORMICK & BAXTER CREOSOTING CO |
| 09M6 | 01 | MEW STUDY AREA |
| 0926 | 01 | MONTROSE CHEMICAL CORP |
| 0926 | 03 | MONTROSE CHEMICAL CORP |
| 09BE | 03 | MOTOROLA, INC. (52ND STREET PLANT) |
| 09J5 | 00 | NEWMARK GROUNDWATER CONTAMINATION |
| 09J5 | 01 | NEWMARK GROUNDWATER CONTAMINATION |
| 09BC | 01 | OMEGA CHEMICAL CORP |
| 09BC | 03 | OMEGA CHEMICAL CORP |
| 0958 | 01 | OPERATING INDUSTRIES, INC., LANDFILL |
| 0958 | 03 | OPERATING INDUSTRIES, INC., LANDFILL |
| 0919 | 02 | PHOENIX-GOODYEAR AIRPORT AREA |
| 09R8 | 03 | PHOENIX-GOODYEAR AIRPORT AREA |
| 09L6 | 00 | SAN FERNANDO VALLEY (AREA 1 & ALL AREAS) |
| 09N2 | 03 | SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT) |
| 094X | 05 | SAN GABRIEL VALLEY (AREAS 1-4) |
| 09ES | 01 | SAN GABRIEL VALLEY (AREAS 1-4) |
| 09M5 | 01 | SAN GABRIEL VALLEY (AREAS 1-4) |
| 09K1 | 01 | SPECTRA PHYSICS |
| 0901 | 01 | STRINGFELLOW |
| 091C | 02 | TUCSON SOURCES |
| 09R3 | 01 | UNITED HECKATHORN CO |

| | | |
|------|----|-------------------------|
| SSID | OU | SITE NAME |
| 09Q1 | 00 | WILLIAMS AIR FORCE BASE |
| 09PX | 00 | YUCCA MERCURY SPILL |

Task 4: Administrative Records (ARs) and Special Collections Management

4.1 Administrative Records

No activity occurred in this reporting period.

Future Activities

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

4.2 Work-Performed Compilations

Four work-performed compilations were created or updated during June for the following sites:

| | | |
|-------|------|------------------------------------|
| OU | SSID | Site Name |
| 01 | 094R | FRONTIER FERTILIZER |
| 01-03 | 09BE | MOTOROLA, INC. (52ND STREET PLANT) |
| 03 | 09R8 | PHOENIX-GOODYEAR AIRPORT AREA |
| 05 | 098V | SAN GABRIEL VALLEY (AREAS 1-4) |

Future Activities

Staff will continue to compile work-performed compilations as directed by the TOAM.

4.3 Electronic Media and Microfilm Management

Staff produced copies of special collections in the following electronic formats this month:

CD-ROM format: 6 collection

Electronic files attached to E-mails: 85 collection

Future Activities

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

Sites worked on under Task 4 for the month of June, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 4 major efforts generally consist of: Project management tasks in support of Administrative Records & production of work-performed compilations.

| | | |
|------|----|---|
| SSID | OU | SITE NAME |
| 09JW | 00 | B.F. GOODRICH |
| 0936 | 02 | DEL AMO FACILITY |
| 094R | 01 | FRONTIER FERTILIZER |
| 09YL | 00 | GPA SUBSTATION PCB |
| 09WJ | 00 | INDALEX ALUMINUM SOLUTIONS |
| 09TU | 00 | KLONDYKE TAILINGS |
| 09BE | 01 | MOTOROLA, INC. (52ND STREET PLANT) |
| 09BE | 02 | MOTOROLA, INC. (52ND STREET PLANT) |
| 09BE | 03 | MOTOROLA, INC. (52ND STREET PLANT) |
| 09R8 | 03 | PHOENIX-GOODYEAR AIRPORT AREA |
| 098V | 05 | SAN GABRIEL VALLEY (AREAS 1-4) |
| 09WK | 00 | SANTA FE MINE #2 - RED MOUNTAIN |
| 09WS | 00 | SOUTHERN AVENUE INDUSTRIAL AREA |
| 093F | 00 | SOUTHWEST FOREST IND WOOD TREATMENT PLT |
| 09R3 | 00 | UNITED HECKATHORN CO |

Task 5: Manage the Day-to-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:

The PM held an all-hands staff meeting on June 26.

The PM held a Scanning Department meeting on June 11.

The PM held a Cost Recovery Department meeting on June 12.

The RMS IV/Assistant Manager held meetings with special projects staff on June 6 and 7.

The RMS IV/Circulation Department Supervisor held a departmental meeting on June 14.

The RMS IV/Head Indexer held a departmental meeting on June 12.

The RMS IV/Computer Support Department Supervisor held a departmental meeting on June 20.

The PM purchased supplies and/or equipment during June as necessary.

Future Activities

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.

Task 6: Training and Orientation

At the request of the TOAM, on June 5 a RMS V and RMS IV gave a tour of the Records Center to visiting EPA and NARA records managers.

Future Activities

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

Task 7: Online Operations and Internet Support

An RMS IV/IS III coordinated with Al Belbahri on the certification of the Dragon Database; reviewed and managed all patches and updates for Windows, BigFix and SEP; verified and reviewed the Event Logs for R9REC, and reviewed the monthly Nessus scan for vulnerabilities on the R9REC virtual server June 27.

An RMS IV/IS III coordinated with Bob Zucker to resolve issues with dotted admin account access for ADUC. The problem was successfully resolved by adding the dotted admin account back to the correct domain groups June 19.

An RMS IV/IS III coordinated with Steve Dunn to resolve on the New Citrix Server Environment printing ability for the Record Center staff. This an ongoing issue June 27.

An RMS IV/IS III coordinated with Benoy Puthuparampil to resolve the expired script password for Ascent Capture. The password was reset and batch processing resumed June 19.

An RMS IV/IS III coordinated with Richard Martin to resolve problems with Single Sign-On and Lotus Notes password change. The problem was resolved June 26.

Future Activities

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

The PM and RMS IV/Assistant Manager attended a national Superfund Records Managers/SDMS-C Workgroup teleconference meetings on June 7 and 21.

Future Activities

Staff will attend a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting in June.

Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS

No activity occurred in this reporting period.

II. DIFFICULTIES ENCOUNTERED

No difficulties were encountered this reporting period.

III. PERSONNEL ACTION

No personnel action was taken in this reporting period.

IV. SUMMARY OF TECHNICAL DIRECTION

Staff received technical direction for 15 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 4 requests for information or support via other means.

V. STATISTICS

New File Footage

| New Files Received | Footage | Year to Date |
|--------------------|-----------|--------------|
| 1,920 | 52.5 lft. | 800.7 lft. |

Inventories

| Records Surveyed | Year to Date |
|------------------|--------------|
| 28.5 lft. | 636.3 lft. |

Records Dispositioned

| To FRC | To NARA | Destroyed | Year to Date |
|--------|---------|-----------|--------------|
| 0 lft. | 0 lft. | 0 lft. | 753.8 lft. |

Records Use Statistics

| EPA Staff | Government Requests | Regulated Community | Educational Institutions | Citizens | International | Media | Other | Total |
|-----------|---------------------|---------------------|--------------------------|----------|---------------|-------|-------|-------|
| 37 | 2 | 0 | 0 | 14 | 0 | 0 | 12 | 65 |

VI. MAJOR PROJECT NARRATIVE DESCRIPTIONS

Below are descriptions of major projects for which we expended 80 person-hours or more during the month.

SSID 093H, OU 00, CASMALIA RESOURCES

One Librarian IV/Records Librarian performed indexing (608 documents, 3 linear feet) and two RMS II/Scanning Specialists performed scanning (4,912 pages) in order to reduce the backlog of indexing for this site. Additionally, an RMS III/Document Processing Specialist and an IS II/Records Aide prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 130.5 hours were expended on this effort during the month.

SSID 0958, OU 00, OPERATING INDUSTRIES, INC., LANDFILL

One Librarian IV/Records Librarian performed indexing (255 documents, .95 linear feet) and two RMS II/Scanning Specialists performed scanning (1,454 pages) in order to reduce the backlog of indexing for this site. Additionally, an RMS III/Document Processing Specialist and an IS II/Records Aide prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. An IS III/Computer Support Specialist performed preliminary and final processing of electronically submitted documents. A total of 123.1 hours were expended on this effort during the month.

SSID 094X, OU 05, SAN GABRIEL VALLEY (AREAS 1-4)

Two Librarian IV/Records Librarians performed indexing (354 documents, 5 linear feet) and one RMS II/Scanning Specialist performed scanning (8,487 pages) in order to reduce the backlog of indexing for this site. Two RMS III/Cost Recovery Specialists performed indexing of contract documents and compiled cost packages. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 120.8 hours were expended on this effort during the month.

VII.COMPARISON OF WORK ACCOMPLISHED TO THE STATEMENT OF WORK

Task 1: Project Management

1.1 Manage the Contract

The monthly report was submitted to the TOAM on 6/5/12.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment Report were submitted to the TOAM on 6/14/12.

The Records Center Performance Measurement Reports were submitted to the TOAM on 6/6/12.

The CBI Circulation/Disclosure Reports were generated and submitted to the TOAM on 6/4/12.

The PM met with the TOAM and the Contracting Officer on 6/21/12 to review the monthly reports and to verify the status of the Contract.

The *Assistant Program Manager Procedures Manual* was updated on June 29.

1.2 Close-Out of the Contract

An RMS V scheduled removal of leased photocopiers and flat bed scanners for 7/31/12.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage and Recycling/Shredding

2.1 Organizing and Indexing

25,536 documents have been indexed and quality assured in SDMS-C as of 6/30/12.

2.2 Document Pick-up, Processing, File Management, and Storage

404.5 lft. of documents have been collected from 75 Hawthorne for indexing or retiring to the FRC as of 6/30/12.

74.7 lft. of records have been retrieved from at the FRC in response to EPA requests as of 6/30/12.

753.8 lft. of records have been organized and sent to the FRC as of 6/30/12.

The Holdings Report, FRC Storage Report, and On-Site Storage Report were updated on 06/25/12.

2.3 Scanning

21,698 documents (607,666 images) have been scanned into SDMS-C as of 6/30/12.

2.4 SCAP Support and WasteLAN Data Entry

Staff received, indexed, and logged 21 SCAP accomplishment documents as of 6/30/12.

2.5 Financial Documentation/Cost Recovery Packaging

96 Financial Cost Documentation Packages have been processed as of 6/30/12.

2.6 Recycling and Shredding

62.2 lft. of documents have been recycled/shredded as of 6/30/12.

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

3.1 Reference, Search, and Circulation Service

33,277 documents have been provided to EPA staff or the public as of 6/30/12.

190 site file indices/databases have been generated in response to EPA requests as of 6/30/12.

3.2 Freedom of Information Act (FOIA)

As of 6/30/12, circulation staff has provided support for 49 FOIA requests. Billing data for 99.5 hours have been submitted to EPA.

3.3 Photocopy and Redaction Service

Staff copied on-site a total of 18,012 non-FOIA-related pages for EPA and other requesters and sent approximately 1,120 pages off-site to a copy service.

377 site file documents have been redacted for release as of 6/30/12.

3.4 CD-ROM Service

169 CD-ROMs or CD-ROM sets containing 2,396,394 images have been produced and supplied to EPA staff or the public as of 6/30/12.

3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

7 RODs, ESDs, or ROD Amendments have been sent to EPA Headquarters as of 6/30/12.

Task 4: Administrative Records (ARs) and Special Collections Management

4.1 Administrative Records

19 Administrative Records (including supplements), deletion dockets, and special collections have been compiled as of 6/30/12.

The Tempe Public Library was called for information on April 9, and the Repositories database was updated on 4/9/12.

4.2 Work-Performed Compilations

42 work-performed compilations have been completed as of 6/30/12.

4.3 Electronic Media and Microfilm Management

573 copies of special collections were produced in electronic format as of 6/30/12.

Task 5: Manage the Day-To-Day Operations of the Superfund Records Center

Operation and maintenance of the Records Center continued as of 6/30/12.

All-hands staff meetings and departmental staff meetings continued to be held on a monthly basis through 6/30/12.

Equipment/supplies were purchased on 6/25/12.

Task 6: Training and Orientation

Environmental Protection Specialist Rick Sakow received training/orientation to the Records Center on 03/27/12.

A tour of the Records Center for visitors was completed on 6/5/12.

Task 7: Online Operations and Internet Support

Staff posted indices, introductions, and lists of acronyms for Region 9 ARs on the Internet on 5/9/12.

Task 8: Attend Meetings and Teleconferences

Staff attended national Superfund Records Manager/SDMS-C Workgroup teleconference meetings on 4/5, 5/3, 5/17, 6/7, and 6/21/12.

Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS

No activity occurred in this quarter.